



UCL

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UCL Academic Manual 2022-23

Chapter 10: Short Course Framework

Annex 10.1

UCL Summer School

Programme Regulations

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# 1. Introduction

- 1.1. The UCL Summer School is a suite of modules from across UCL offering a credit-bearing short course for students who have completed at least one year of activity at undergraduate level in Higher Education.
- 1.2. The Summer School is delivered in two teaching sessions during UCL's summer vacation. Students may undertake one module in each session. Students may undertake one session on its own, or can apply to undertake both sessions for a more expansive experience.
- 1.3. Successful completion of one Summer School module leads to the award of 15 UCL academic credits. The Summer School programme does not lead to a UCL qualification and credits may not be counted towards a UCL qualification.
- 1.4. Summer School students are considered by UCL to be Life Learners and the programme is governed by UCL's Life Learning Regulations.
- 1.5. These Programme Regulations provide supplemental regulatory information in accordance with the framework of UCL's Life Learning Regulations for the delivery and support of students registered on the Summer School.
- 1.6. These Regulations should be read in conjunction with the [Summer School Student Terms and Conditions](#).

## 2. Admissions, Registration and Conduct

### 2.1 Applying for entry

- 2.1.1 Individual applications for the Summer School must be made through the [online application form](#) by the published application deadline.
- 2.1.2 Applications made after the deadline cannot be guaranteed consideration by UCL but may be considered at the discretion of the Head of the Summer School subject to availability of places.
- 2.1.3 UCL will not accept applications for deferred entry to the Summer School. Applicants must apply in the admissions cycle for which they seek entry.
- 2.1.4 Once an offer of admission has been made, applicants may seek to defer the place to the following year. Agreement to defer is considered on a case by-case basis and is at the discretion of the Head of the Summer School.
- 2.1.5 Applicants who have a disability should inform UCL of this on their application. This will ensure that any special requirements can be put in place subject to the application being received before or on the application deadline. Where disclosure of a disability is made later than the application deadline, UCL will use all reasonable endeavours to ensure that any special requirements are put in place.

- 2.1.6 Information provided by applicants is expected to be accurate and complete. UCL reserves the right to refuse admission or, if already registered, terminate registration if information provided by an applicant is inaccurate or incomplete.
- 2.1.7 UCL decisions on applications are final, and there is no right of appeal against them. UCL will consider a complaint against any decision only if there is substantive evidence of an irregularity in the processing of the application in question.

## 2.2 Entry Requirements

- 2.2.1 Applicants are expected to satisfy the academic entry requirements for the programme prior to joining the Summer School.
- 2.2.2 ISSU students will normally have completed at least one year of undergraduate study and be able to demonstrate an average grade of:
- 3.3/4.0 GPA (US scale); or
  - 2:1 (UK scale); or
  - The international equivalent as specified on the [Summer School website](#) and which may be amended from time to time at the discretion of UCL.

## 2.3 English Language Requirements

- 2.3.1 Applicants for the Summer School whose first language is not English are required to meet the [Summer School English Language Requirements](#) and must be able to provide recent evidence that their spoken and written command of the English language is adequate for the programme.
- 2.3.2 Students will normally need to show proficiency by providing UCL with a qualification such as:
- IELTS 7.0, with a minimum of 6.5 in each subtest
  - GCSE/IGCSE, with a pass at grade C

## 2.4 English Language Skills for Academic Purposes

- 2.4.1 Students with an IELTS score of 6.0 (with a minimum of 5.5 in each subtest) may choose to take [English Language Skills for Academic Purposes](#) in Session One. Satisfactory participation in this module will allow students to take any module in Session Two. Both modules must be selected at the time of application.

## 2.5 Registration

- 2.5.1 Students will be expected to comply with all pre-enrolment, registration and enrolment procedures as instructed by UCL. Failure to comply with the instructions issued by UCL may result in termination of the student's place on the Summer School.
- 2.5.2 The specific start date and duration of the Summer School will be specified on the [Summer School website](#) and updated annually.

## 2.6 Attendance Requirements

- 2.6.1 UCL's attendance requirements are defined in Annex 3.2: UCL Student Attendance Policy.
- 2.6.2 Minimum attendance requirements are set at Faculty level and must be published in the Student Handbook or equivalent.
- 2.6.3 Students whose attendance falls below their faculty's minimum attendance requirement may be subject to the regulations in Chapter 6, Section 3: Academic Insufficiency Procedure, subject to faculty policy.
- 2.6.4 Students whose attendance falls below the minimum attendance requirements as a result of unauthorised absences may not be eligible to undertake the final assessment. Any admission to the final assessment where the minimum attendance requirements have not been met shall be at the discretion of the Head of the Summer School.
- 2.6.5 UCL reserves the right to require any Summer School student whose academic progress, conduct or attendance is unsatisfactory to withdraw from the Programme. A student required to withdraw has the right to appeal against the withdrawal decision but not against any academic assessment on which the decision is based. The responsibility for hearing and deciding upon appeals is vested in the Registrar, whose decisions are final.
- 2.6.6 UCL reserves the right to require any Summer School student whose academic progress, conduct or attendance is unsatisfactory to withdraw from the Programme. A student required to withdraw has the right to appeal against the withdrawal decision but not against any academic assessment on which the decision is based. The responsibility for hearing and deciding upon appeals is vested in the Registrar, whose decisions are final.

## 2.7 Student Conduct

- 2.7.1 Summer School students are expected to abide by the Rules and Regulations governing conduct and behaviour as detailed in the UCL Life Learning Regulations, section 2.12. This includes, but is not limited to, compliance with all relevant policies as follows:
- [Equalities](#)
  - [Harassment and Bullying](#)
  - [Health and Safety](#)
  - [Security](#)
  - [Energy Saving Information](#)
  - [ISD Regulations](#)
  - [Library Regulations](#)
- 2.7.2 The Terms for University College London Summer School form the basis of the relationship between Summer School students and UCL. They set out the various rights and responsibilities that both students and UCL have in relation to the Programme at UCL. Acceptance of an offer to study on the Programme

at UCL signifies a student's agreement to enter into a contractual relationship with UCL on these Terms.

- 2.7.3 Where it is deemed appropriate, any matters relating to the infringement of UCL rules and regulations or misconduct by Summer School students will be referred to Chapter 6, Section 2: Disciplinary Code and Procedure in Respect of Students.

## 2.8 Complaints Procedure

- 2.8.1 Any Summer School student who wishes to make a complaint about her/his experience of UCL should try first to resolve the matter informally, in consultation with either the person who has caused the complaint, or with the Head of the Summer School.
- 2.8.2 Where a complaint cannot be resolved by the Head of the Summer School, it may be referred to the Director of the UCL Centre for Languages and International Education (CLIE) for further consideration. The Director of CLIE shall have permission to sanction a range of mitigations in order to resolve the complaint informally.
- 2.8.3 If a complaint cannot be resolved informally, UCL has an established [Student Complaints Procedure](#) for dealing with both academic and non-academic complaints and representations from students. This Procedure also applies to Summer School students.
- 2.8.4 Formal complaints should only be submitted if informal discussion fails to resolve the matter satisfactorily or would be wholly inappropriate and if there appear to be genuine grounds for making a complaint.

## 3. UCL Summer School Credit Framework and Recognition

### 3.1 Award of Credit

- 3.1.1 The credit framework for the Summer School Programme is set out in the Life Learning Regulations, section 3.1.
- 3.1.2 Each Summer School module is considered to be equivalent to 15 UCL academic credits, or 7.5 ECTS.
- 3.1.3 Academic credits achieved through the Summer School do not lead to the award of a qualification of University College London, regardless of the number of credits awarded.

### 3.2 Recognition of Credit

- 3.2.1 Recognition of the credits awarded as part of the Summer School is at the discretion of the student's Home institution. UCL makes no representation that the Programme or any of the Programme modules will be recognised and/or awarded credit by any other institution.

- 3.2.2 UCL does not award credit for any Summer School module(s) completed by UCL students who are separately enrolled on a UCL undergraduate or graduate degree programme and modules undertaken on the Summer School may not be counted towards a UCL programme.
- 3.2.3 UCL students undertaking Summer School modules may request acknowledgement of their Summer School activity and any credits obtained in their Higher Education Achievement Report (HEAR).
- 3.2.4 Academic credits gained on successful completion of Summer School modules may not be used to apply for advanced entry to UCL taught programmes leading to UCL qualifications.

## 4. Assessment Regulations

The regulations for assessment of Summer School modules are detailed in the Life Learning Regulations under section 3.2 but are also subject to programme specific regulations as detailed below.

### 4.1 Marking and Assessment

- 4.1.1 Summer School students will automatically be registered to undertake the relevant assessment at the end of the module.
- 4.1.2 The assessment marking procedures for Summer School modules complies with UCL's [Assessment Framework for Taught Programmes](#). UCL has an overarching comprehensive moderation of marking policy that informs the procedures for marking students' work adopted by Faculties and Departments/Divisions.
- 4.1.3 In order to pass a Summer School module students must achieve a weighted average of 40% for the module as a whole, plus 40% in any non-condonable component(s). Details of any non-condonable components within Summer School modules, where they apply, will be contained in the Summer School Module Handbook provided to students on enrolment.
- 4.1.4 Any breach of the examination regulations, including but not limited to academic malpractice, will be dealt with in accordance with Chapter 6, Section 9: Student Academic Misconduct Procedure.

### 4.2 Reassessment

- 4.2.1 Summer School students are permitted one attempt only at each assessment. Students who fail to achieve a percentage mark equal to or greater than the relevant pass mark shall not be permitted to re-sit any part of the assessment, except where a student has valid Extenuating Circumstances.

### 4.3 Extenuating Circumstances

- 4.3.1 Summer School students with valid Extenuating Circumstances will be offered alternative assessment arrangements as agreed by the Chair of the Summer School Extenuating Circumstances Panel provided this can be achieved within a reasonable timescale for the student.
- 4.3.2 Where it is not possible to reschedule the assessment or to offer an alternative form of assessment for students with valid Extenuating Circumstances within the session, it may be possible for students to undertake the assessment in the following academic year.
- 4.3.3 In a minority of cases where there is no reasonable opportunity of organising alternative assessment within the current academic session for students with valid Extenuating Circumstances, a partial refund of the Tuition Fee may be offered, or students may be given the opportunity to attend the following year's Summer School for which no Tuition Fee would be charged.

#### 4.4 Board of Examiners

- 4.4.1 The Summer School will have a separate Board of Examiners convened specifically to consider marks for Summer School modules and will include internal representation from each School of UCL offering modules on the Programme, and at least one External Examiner for STEM subjects and one External Examiner for non-STEM subjects. The Board may meet according to the UCL regulations on Online Meetings in Chapter 4, Part A, Section 11.3.8.
- 4.4.2 All external examiners are required to submit a report to the Board of Examiners for the module(s) they assess. A representative number of External Examiners will be appointed to Board of Examiners in order to present any matters for consideration arising from the External Examiner reports for each module.
- 4.4.3 External Examiner reports and the responses from module leaders shall be published on the relevant Summer School module VLE pages.

#### 4.5 Publication of Results

- 4.5.1 The results of assessments shall be published in September each year following the Board of Examiners meeting. The date of results publication will be notified to students as appropriate.
- 4.5.2 Students shall be notified of their results through their Portico account.
- 4.5.3 All Summer School students who complete the required summative assessment(s) will be sent an official transcript, detailing their mark.
- 4.5.4 All Summer School students who fulfil the minimum attendance requirement will receive a certificate of attendance.